

**Council On Aging  
Minutes of Board Meeting  
June 18, 2013 - Town Hall Clark Room**

The meeting was called to order by Chair, Liz Bishop, at 7:05 PM. Board Members Present: Liz Bishop, Verna Gilbert, Elizabeth Acquaviva, Tom Dunkers, Jean Sain, Abha Singhal, Joanne Willens, Peggy Hilton, Liz Thibeault. Associate Members Present: Natalie Ives. Staff Members Present: David Klein, Angela Smith, Debbie Farrell, Marna Sorenson. Friends Representative Present: Santo Pullara

**Secretary's Report** - The minutes of the May 21, 2013, Board Meeting submitted by Elizabeth Acquaviva were accepted.

**Social Worker's Report** – The May report submitted by Peter Cullinane was accepted.

**Treasurer's Report** - The May financial report submitted by Verna Gilbert was accepted. The COA mini grant (Concord Carlisle Community Chest grant) and the State grant were both expended.

**Transportation Coordinator's Report** – The May report submitted by Debbie Farrell was accepted. The maintenance of the vans was discussed. Also discussed was the number of volunteers for Meals on Wheels delivery and how much time is involved in scheduling them. The topic of other town services such as F.I.S.H of Concord (a group of volunteers offering residents rides to medical appointments) was also discussed.

**Friends of COA** – Santo asked for feedback from the Board as to how they felt about the Friends' Fundraising efforts and grant process. The Friends' just approved the COA grant request. All is good.

**Outreach Coordinator Report** - The May report submitted by Angela Smith was accepted. The COA involvement in Old Home Day on June 29, sign-ups for the monthly COA coffees, the request for a cake decorator for a July special event which Angela will follow up with the actual date, the Senior BBQ on June 26 were topics of discussion.

**Director's Report** – The May report submitted by David Klein was accepted. A request was made that the Director's Report be available a week prior to the Board's monthly meeting even though some current information may not be included until the following month's report. The topic of the auditor's recent review of the town's departments was discussed.

**COA Senior Day Trips** – Joanne Willens reported that a day trip to Red Rock Bistro in Swampscott was well received as well as trips to the Chestnut Hill Mall, Isabella Stewart Gardner Museum and Ikea. Joanne has a trip to Newburyport planned during the summer.

**Minuteman Senior Services** – Jean Sain reported that MMSS just received a large grant from the Dana Home Foundation. The main topic of the meeting was MMSS finances of which 81% comes from the State, 15% from Federal Administration and 4% from contributions, charitable contributions, fundraising, etc. They reviewed the balance sheet, cash flow and budget items. MMSS annual revenue for FY13 is \$11.1 million. There are four new certified SHINE Counselors and Clyde Kessel of Carlisle is one of them. Clyde will be assigned to Carlisle replacing long time SHINE Counselor Bob Selling. Bob has Social Security and Medicare work experience and Angela hopes Bob can advise Clyde in these areas during the transition.

**Old/New Business: Proposal: Director SmartPhone Data Plan Reimbursement** – David Klein put forth a written proposal for reimbursement for a portion of his phone carrier's plan that he uses for COA

business during both working and nonworking hours. David uses his Smartphone while at daily COA activities in and around Carlisle and when he is out of the office at various COA offsite functions or meetings. The proposal was broken down to three options for voting. A discussion was held as to the need for cell phone usage for business purposes. **Liz Thibeault made a Motion for the Carlisle Council on Aging to reimburse 50% of base monthly phone and text plan costs including fees and taxes, plus 80% of the data plan to cover COA related communication expenses effective July 1, 2013 effective for a period of twelve months, not to exceed \$46.50 per month. The motion was seconded and a vote of 8:1 carried the motion.**

**OS&R** - Tom Dunkers gave an overview of the Open Space and Recreation Committee meeting he attended. The objective of this particular meeting was to try to identify the needs of citizens with disabilities with respect to the OS&R Committee's compliance with the Americans with Disabilities Act. Tom suggested CCTV as an outreach tool. Tom agreed to continue as the COA Board liaison for future meetings.

**Nominating Committee** – Elizabeth Acquaviva, Chair, read the 2013-2014 Slate of nominees for new Officers, new Board Members and new Associate Members as follows: Officers: Abha Singhal, Chair; Liz Thibeault, Vice Chair; Elizabeth Acquaviva, Secretary; Liz Bishop, Assistant Secretary; Verna Gilbert, Treasurer. New Board Members: Elizabeth Acquaviva and Jean Sain for a second term and Melinda Lindquist. New Associate Members: Ned Berube, Stephanie Blunt and Mary Daigle. **A Motion was made by Verna Gilbert to accept the 2013-2014 Slate, the motion was seconded and the motion carried.** The procedure for Nominating Committee is for one current member to stay on the committee for the next year. Therefore, Liz Thibeault will stay on and be the Nominating Chair. As the new Chair of the Nominating Committee, she selected Peggy Hilton as a committee member. The Board then recommended that Liz Bishop join the Nominating Committee as the third member. The Board of Selectmen must approve the slate and new Board Members need to write a letter to the Board of Selectmen indicating their interest in serving. Any member leaving the Board must also submit a letter indicating they are coming off the Board.

**Transportation Policy** – A new Transportation Policy (effective July 1, 2013) was presented by Abha Singhal and the Transportation Committee. Marna Sorenson offered an overview as to how her other COA position handles the scheduling of drivers. There was some concern by a Board Member as to the tone of the written policy. Liz Bishop requested the meeting be extended an additional 15 minutes. **Verna Gilbert made a Motion to extend the meeting by an additional 15 minutes which was seconded and the motion carried.** Due to the extensive discussion and revisions the Board recommended be made to the July 1, 2013 Transportation Policy, Liz Bishop requested the meeting be extended an additional 15 minutes. **Abha Singhal made a Motion to extend the meeting by an additional 15 minutes which was seconded and the motion carried. A Motion was made by Liz Thibeault to accept the Transportation Policy effective July 1, 2013 V1.0 as amended.** Liz Bishop read the Motion with the amendments. **The updated Motion was seconded and the Motion carried with one abstention.** Abha Singhal will make the amendments to the Transportation Policy.

Meeting Adjourned: 8:48 PM. Next Meeting: **August 27, 2013 at 5:00 pm, GLEASON LIBRARY-Hollis Room.** The meeting will be followed by a potluck dinner at Verna Gilbert's home.

Elizabeth Acquaviva  
COA Board Secretary